Change Non Accident Leave to Accident Leave

Use this procedure to convert approved paid leave or unpaid leave (e.g., Sick, Personal, Annual, etc.) to Accident Leave in Workday.

Process Overview

When an employee previously reported paid or unpaid leave (e.g., Sick, Personal, Annual, etc.) on a timesheet and was approved but it needs to be changed to Accident Leave:

- The employee's timesheet must be corrected,
- Leave balances need to be adjusted, and
- Payroll adjustments need to be made,
- Enter the "IWIF Approved Accident" LOA in Workday.

The high-level steps to convert Accident Leave to Non-Accident Leave are listed below.

#	Process Step	Role	Task Description
1	Calculate the number of hours to convert to Accident Leave	HRC/Timekeeper/Payroll Partner	Use the "Accident Pay Adjustment Worksheet" to determine how Accident should be converted. **Note:** Leave conversion must be shared with the appropriate Timekeeper.
2	Update the Time Off Calendar	Timekeeper	Remove approved paid or unpaid leave (e.g. Sick, Personal, Annual, etc.) from the employee's Time Off Calendar.
3	Update the Timesheet	Timekeeper	Update the timesheet as needed with appropriate Time Entry Codes. Use one of the following time off codes: **a**. Regular (Paid) to Accident Change **b**. IWIF Approved Accident Leave
4	Adjust Leave Balance	Timekeeper	Adjust applicable leave balances. For example: Add paid leave time the employee's balances as needed.
5	Run Memo Report – Non Accident to Accident Change Report	Timekeeper Payroll Partner	Run the **Memo Report – Non Accident to Accident Change Report** to verify paid and unpaid hours and amounts due to / due from employee.
6	Submit Payroll Input (if applicable)	Payroll Partner	Work with CPB to determine payment adjustments needed to employee payroll. Complete and submit a payroll input spreadsheet to DBM Payroll Consolidation Unit.
7	Verify LOA events if needed in Workday	HRC	Review the "Leave of Absence and Corresponding Time Off Codes" chart

Note: See detailed procedure.

Calculate Accident Leave Conversion (Payroll Partner)

Use this procedure to calculate the number of hours to be converted to unpaid or paid leave by filling out the Accident Pay Adjustment Worksheet. You will use this process when changing employee's Time Type to an Accident Leave to Non-Accident Leave.

Scenarios

1. Accident to Regular Time Off (Sick, Annual, Personal etc.)
2. Accident to Unpaid Time Off.

Procedure:

1. Calculate the number of hours to be converted.

2. Fill out the "Accident Pay Adjustment Worksheet" below:

Note: Fill out Accident Pay Adjustment Worksheet below. This form is located on the SPS website under the Help Center section.

Accident Pay Adjustment Worksheet

Instructions: Verify the current leave balance, and select one of the scenarios to complete the worksheet. If the adjustment is a combination of paid and unpaid leave, then complete Scenario A and B.

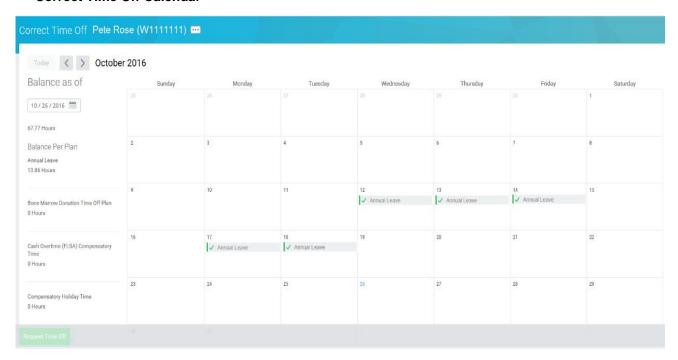| Scenario A		Scenario B		Scenario C	
Accident Pay to Regular Leave		**Accident Pay to Unpaid Leave**		**Regular Leave to Accident Pay**	
Use this column if the employee received Accident pay when it should have been Regular Leave.		Use this column to determine if any portion of the Accident Pay should be unpaid leave of absence.		Use this column if the employee used Regular leave to cover the leave of absence when it should have been Accident Pay.	
Instructions:	# of Hours	Instructions:	# of Hours	Instructions:	# of Hours
1. Enter the # of hours that were used for Accident Pay		1. Enter the # of hours that were used for Accident Pay		1. Enter the number of Regular leave hours that were used.	40
2. Enter the current leave balance.		2. Verify the leave balance is zero.		2. Enter the current leave balance.	
Sick		Sick		Sick	
Annual		Annual		Annual	271.04
Personal		Personal		Personal	
Other		Other		Other	
Comp		Comp		Comp	
Total Balance:		Total Balance:		Total Balance:	271.04
2a) If the Total Balance in Instruction #2 is less than the # of hours in Instruction #1, then enter the difference here. This will be the # of hours that will be _Unpaid Leave_. Complete Scenario B.		3. Total _Unpaid Leave_.			
2b) If the Total Balance is greater, then go to Instruction #3 below.					
3. Calculate what the leave balance should be after the adjustment has been made.				3. Calculate what the leave balance should be after the adjustment has been made.	
Sick				Sick	
Annual				Annual	311.04
Personal				Personal	
Other				Other	
Comp				Comp	
Total Balance:				Total Balance:	311.04

Update the Time-Off Calendar (Timekeeper)

Use this procedure to update the Paid Leave (Sick, Annual, Personal etc**.**) that **has already been approved on the timesheet** to Accident Leave time off. This includes previously approved time off entered on the timesheet.

Procedure:

1. Search for the employee and navigate to the Correct Time Off task.

    Correct Time Off Calendar

2. Click the Approved Annual Leave that needs to be removed from the time block(s).
3. Click the minus button to remove the row on the row with annual leave that you want to remove.
4. Click the **Continue** button.
5. Click the **Submit** button.
6. Review changes made and, then submit.
7. Click the Done button.

 Note: These *must* be approved by the Timekeeper Approver before moving to the next step.

8. This task is complete; proceed to the next step "**Update the Timesheet**".
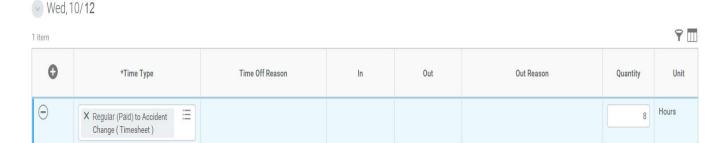
Update the Timesheet (Timekeeper)

Use this procedure to update the timesheet. The Timekeeper will need to change the time off code from Accident Leave to Non-Accident Leave.

Procedure:

1. Search for the employee and navigate to the employee's timesheet.

    Enter Time for Worker

    ⌄ Wed, 10/12

    1 item

➕	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
⊖	X Regular (Paid) to Accident Change (Timesheet) ☰					8	Hours

    Note: Daily Totals will reflect changes made to the Time Off Calendar.

2. For each removed Regular Paid Leave on the Time Off Calendar, you will need to do the following
    a. Remove the blank row.
    b. Click the plus sign to add a new row. Then, select the appropriate Accident Leave correction time off code:
        - *Regular (Pay) to Accident Change*: To convert Paid Leave to Accident Leave.
        - IWIF Approved Accident Leave (Timesheet): To convert Unpaid Leave to Accident

    Note: You can enter combination of the two on a day if needed,
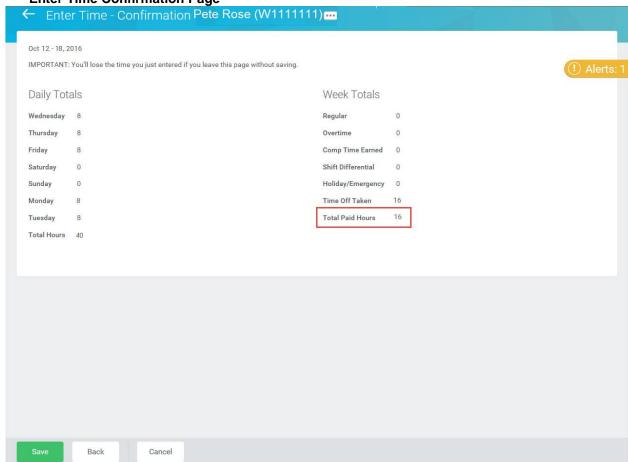   c. Enter the number of hours in the Quantity field.
    d. Click the Next [**Next**] button.

Enter Time Confirmation Page

3. Review the Daily and Week totals.

- The **Daily Totals** section reflects the hours entered to change Accident Leave.
- The **Week Totals** section reflects the next payment effect due to updated timesheet. The total Paid Hours should be reduced by the number of hours converted.

4. Click the **Save** button.

5. Submit the timesheet for approval.

⚠️ The timesheet must be approved in order for changes to take effect in payroll.

6. This task is complete; proceed to the next step "**Adjust Leave Balance**".
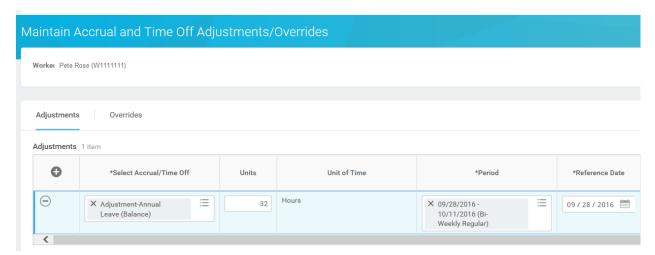
Adjust Leave Balance (Timekeeper)

Use this procedure to adjust the employee's paid leave. After the employee's timesheet has been corrected and approved. Use the Maintain Accrual and Time Off Adjustment/Override to complete this task.

Procedure:

1. Use the worksheet to determine how Paid or Unpaid (e.g. Sick, Personal etc.) Leave hours were converted and add back to the leave balance(s) accordingly.
2. Search for the employee and navigate to the employee's Maintain Accrual and Time Off Adjustment/Overrides task.

Maintain Accrual and Time Off Adjustments/Overrides

3. On the Adjustments tab, click the Add Row ⊕ icon to add a row for an adjustment.
4. Then, complete the following fields:

   - Select Accrual/Time Off: Use the prompt ▤ to select the **Accrual/Time Off**.
   - **Units:** Enter the amount you are adjusting in the **Units** field**.**
     - **To add to the balance** (e.g., for employee used paid leave but was approved for Accident Leave) enter the unit as a negative number e.g. "-5" to add 5 hours to the balance for the Non Accident Leave to Accident Change.

   - **Period:** Use the prompt ▤ to select the period for the adjustment to reflect the change that was made on the timesheet.
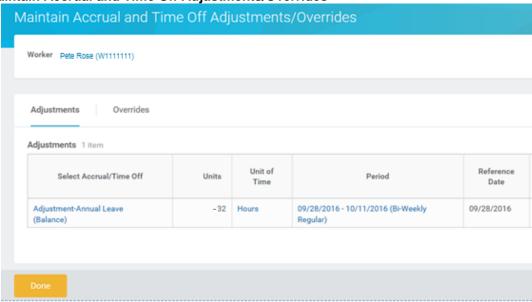5. Click the OK ▭OK▭ button.

Maintain Accrual and Time Off Adjustments/Overrides

6. Click the **Done** [Done] button.

7. View the updated leave balances. Verify that the appropriate balance was updated.

8. This task is completed; proceed to the next step "**Memo Report – Non Accident to Accident Change Report**".

Memo Report – Non Accident to Accident Change Report
(Payroll Partner & Timekeeper)

Use this process to run the report to verify the information changed correctly. Based on the changes you made, this report will reflect that you made following changes:

1. Removed the employee's Paid Leave from Time Off Calendar.
2. Updated the Timesheet with the "Regular (Paid) to Accident Change (Timesheet) or IWIF Accident Leave to Accident Change (Timesheet)" code.
3. Updated the employee's leave balance(s).

Procedure:

1. To run the report, type the name of the report in the search field.
2. Click the magnifying glass to search the report.
3. Click on the Memo Report – Accident to Non Accident Change Report hyperlink.

Memo Report – Non Accident to Accident Change

4. Type SPMS in the Organization field.
5. Click the **SPMS** ○ radio button.
6. Click the prompt ≔ to select the Periods.
7. Click the Current Periods in Progress option.
8. Click the checkbox ☐ to select the current pay period.
9. Click the checkbox ☐ Include Subordinate Organizations.
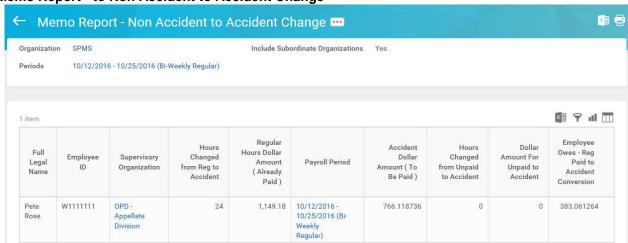10. Click the **OK** OK button.

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11. View the report to make sure all changes are accurate.

Memo Report - to Non Accident to Accident Change

Full Legal Name	Employee ID	Supervisory Organization	Hours Changed from Reg to Accident	Regular Hours Dollar Amount (Already Paid)	Payroll Period	Accident Dollar Amount (To Be Paid)	Hours Changed from Unpaid to Accident	Dollar Amount For Unpaid to Accident	Employee Owes - Reg Paid to Accident Conversion
Pete Rose	W1111111	OPD - Appellate Division	24	1,149.18	10/12/2016 - 10/25/2016 (Bi-Weekly Regular)	766.118736	0	0	383.061264

Name of Field	Field Descriptions
Full Legal Name	Employees Legal Name who has an Accident Leave change
Employee ID	Employee's "W" number. Remember to verify the employee's W#.
Supervisory Organization	The Supervisory Organization that the employee belongs to.
Hours Changed from Regular to Accident	The number Paid or Unpaid Leave that was previously reported then changed to Accident Paid Hours.
Regular Hours Dollar Amount (Already Paid)	The hourly rate times the number of Paid Leave (e.g. Sick, Personal etc.) hours taken.
Payroll Period	The payroll dates that the Accident Leave time reported on the Timesheet or Time Off Calendar.
Accident Dollar Amount (To Be Paid)	Two third of employee's hourly wage.
Hours Changed from Unpaid to Accident	The total Unpaid Leave hours to be changed to Accident Leave.
Dollar Amount For Unpaid to Accident	The employee's hourly wage times the Unpaid Leave hours.
Employee Owes – Reg Paid to Accident Conversion	The dollar amount that an employee owes the State when the time off /time entry code has been converted to an accident leave (2/3 pay) and the employee was already paid full pay.

12. This task is completed; proceed to the next step "**Submit Payroll Input**" (if applicable).

Submit Payroll Input
(Payroll Partner)

Use the Submit Payroll Input procedure to make Accident Leave Adjustments.
After completing the Accident Leave Worksheet, the results may reflect employee
owing the State money or the State owing money to the employee. Use this process
when applicable.

Procedure:

1. Communicate with CPB first that this will be coming using any agency procedures already in place. Follow any agency procedures to notify the employee and work out any installments if applicable.

2. Complete the Payroll Input spreadsheet. Make sure to use the appropriate Earning code.

Submit Payroll Input

Area	All		Payroll Input Data+							
Restrictions	Required	Required	Optional	Optional	Required	Optional	Required	Optional	Required	R
Format	Text	Text	Text	Y/N	YYYY-MM-DD	YYYY-MM-DD	Employee_ID	Position_ID	Earning_Code	
Fields	Spreadsheet Key*	Row ID**	Batch ID	Ongoing Input	Start Date*	End Date	Worker*	Position	Earning*	D
	1	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	REG-UNPD	
	2	1	456788	y	2/15/2016		W1088673	063203	RETRO-REG	
	3	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	SALARY	

3. Save the Payroll Input spreadsheet with the following name convention
    a. Initial File Name:

Payroll Input + Agency Acronym + PPE Date + "CT" or "RG"

Example: Payroll-Input-DBM-PPE060716-RG.xls

    b. Correction File Name:

Payroll Input + Agency Acronym + PPE Date + "CT" or "RG" + "CORRECTION"

Example: Payroll-Input-DBM-PPE060716- RG-CORRECTION.xls

4. Submit the Payroll Input Spreadsheet to DBM Payroll Consolidation Unit via email.
The **Email Address:** dbm.payroll@maryland.gov.
Note: Follow the Payroll schedule. Email the spreadsheet at the payroll deadline when the change was made.

5. Remove any LOA event in Workday if applicable by submitting a SPS Shared Services ticket. Review the Leave of Absence and Corresponding Time Off Codes Chart located on the SPS website under help center.

6. This System Task is completed.